FIRSTNAME INITIAL (OR SECOND NAME) LASTNAME

Street Address • City, STATE ZIP • Phone # (XXX) XXX-XXXX • email netid@nd.edu

**EDUCATION**

**UNIVERSITY OF notre dame** Notre Dame, IN

Degree, Major or Concentration Graduation Month & Year

Academic Honor(s)

Relevant Coursework/Thesis topic *(if applicable)*

**PREVIOUS INSTITUTION(s)** City, STATE (or Country if non-US)

Degree, Major or Concentration Graduation Month & Year

Academic Honor(s)

**research experience**

**MOST RECENT research institution NAME** City, STATE (or Country if non-US)

**Title, Department** Starting-Ending Dates (Month year – Month year)

* Briefly describe the research and your role/accountability in conducting the research
* Describe any results that have been achieved or what the objective of the research is intended to accomplish (*action verb + accomplishment + results*)
* Highlight specific skills, qualities and attributes demonstrated
* *(maximum of three bullet points)*

**Professional EXPERIENCE**

**MOST RECENT EMPLOYER COMPANY NAME** City, STATE (or Country if non-US)

**Title, Department** Starting-Ending Dates (Month year – Month year)

* Accomplishments and accountabilities in following formula:
* *action verb + accomplishment/accountability + results (example below)*
* Designed and managed implementation of 2,000 PC WAN across five regional offices, streamlining division’s communications and knowledge sharing
* Highlight specific skills, qualities and attributes demonstrated
* *(maximum of five bullet points)*

**previous EMPLOYER COMPANY NAME** City, STATE (or Country if non-US)

**Title, Department** Starting-Ending Dates (Month year – Month year)

* Accomplishments and accountabilities in following formula:
* *action verb + accomplishment/accountability + results (example below)*
* Developed new brand strategy and re-launched product gaining additional 15% market share in frozen foods category
* Highlight specific skills, qualities and attributes demonstrated
* *(maximum of five bullet points)*

**selected publications / Presentations**

* *List selected publications or presentations to emphasize transferable skills or research focus*
* *(maximum of three)*

**technical skills & professional activities** *(do not use bullet POINTs)*

**Computer Skills:** Proficient in C/C++, Java, HTML, SQL, UNIX, Oracle 8i

**Languages:** Fluent in Japanese and German (*no need to list English; it’s assumed*)

**Professional Affiliations:** AIAA, SAE, SWE

**Honors & Awards:** Graduate Fellowship, University of Notre Dame (Year)

**Student/Leadership Activities:** President, Graduate Student Union, University of Notre Dame (Year)